This chapter reviews key skills and concepts that pose special problems for writers.

- Sentence Fragments and Run-on Sentences
- Subject-Verb and Pronoun-Antecedent Agreement
- Verb Forms
- Clear Pronoun Reference
- Comparison of Modifiers
- Dangling and Misplaced Modifiers
- Standard Usage
- Capitalization
- Punctuation—End Marks, Commas, Quotation Marks, Apostrophes, Semicolons, and Colons
- Spelling

Most of the exercises in this chapter follow the same format as the exercises found throughout the grammar, usage, and mechanics sections of this textbook. You will notice, however, that two sets of review exercises are presented as standardized tests. These exercises are designed to provide you with practice not only in solving usage and mechanics problems but also in dealing with these kinds of problems on standardized tests.
Exercise 1 Revising Sentence Fragments

Each of the following word groups is a sentence fragment. Rewrite each fragment to make it a complete sentence. Add whatever words are necessary to make the meaning of the sentence complete.

EXAMPLE 1. having already read the book
1. Having already read the book, I was not surprised by the film’s end.

2. television, radio, newspapers, billboards, magazines, and now the World Wide Web
3. beside the cold, clear spring tumbling down the rocky slopes
4. when we passed through the turnstile
5. to appreciate adequately the complexity of these drum rhythms
6. exercising regularly for thirty minutes at least three times a week
7. trained as a lab assistant at the local junior college
8. who had once actually stood on the Great Wall of China
9. one of the first women of that rank in the Navy
10. where the laundry had been hung on a line in full sunlight

Exercise 2 Identifying Sentences and Revising Sentence Fragments

Identify each numbered word group in the following paragraph as either a sentence fragment (F) or a complete sentence (S). Then, make each fragment part of a complete sentence either by adding words to it or by combining it with another fragment or sentence in the paragraph. Change the punctuation and capitalization as necessary.

EXAMPLES

[1] I discovered that the jacket was made of linen.

1. S
2. F—When I got home, I discovered that the jacket was made of linen.

Reference Note
For information on correcting run-on sentences, see page 441.

Exercise 3  Revising Run-on Sentences

Each of the following numbered items is a run-on sentence. Revise each run-on, using the method given in brackets after it. Be sure to change punctuation and capitalization as necessary.

EXAMPLE
1. Today's world offers many kinds of popular entertainment, but earlier Americans relied mainly on music and dancing. [Use a comma and coordinating conjunction.]

   1. Today's world offers many kinds of popular entertainment, and earlier Americans relied mainly on music and dancing. Revisions may vary.

   1. Just imagine your life without TV, audio and video recordings, and movies, surely you would spend your time quite differently from the way you do now. [Make two sentences.]

   2. In a world without recorded music, a musician could often attract a crowd; even today, good musicians can make a living on the streets of a large city. [Use a semicolon.]

   3. Music was important to the early settlers; they often made their own instruments. [Use a comma and a coordinating conjunction.]

   4. Many of the settlers owned fiddles, dulcimers, flutes, and guitars; music could be a part of everyday life. [Use a semicolon, a conjunctive adverb, and a comma]

   5. Long before the settlers arrived, there was already plenty of music in North America; American Indians prized music and song. [Use a semicolon.]

   6. The Seneca used rattles similar to the instruments known as maracas; Northern Plains Indians used the hand drum. [Use a comma and a coordinating conjunction.]

   7. The Maidu played flutes and whistles; musicians today often incorporate such American Indian instruments into popular music. [Make two sentences.]

   8. The banjo is widely regarded as a traditional American musical instrument; the banjo originated in Africa. [Use a semicolon, a conjunctive adverb, and a comma]

   9. West Africans made banjo-like instruments out of gourds; for strings, they used dried animal gut. [Use a semicolon.]

   10. Early banjos had no frets and only four strings; frets are the ridges positioned at intervals on the necks of banjos and guitars. [Make two sentences.]
Exercise 4 Revising Sentence Fragments and Run-on Sentences

Most of the following word groups are either run-on sentences or sentence fragments. Identify and correct each sentence fragment and run-on sentence. If a word group is already a complete sentence, write C.

Example 1. The area where I live used to be a prehistoric sea, sometimes my friends and I find fossilized sharks’ teeth.

1. Walking slowly over the rocky terrain. 1. F
2. A strange rock caught our attention; Jackie broke it open. 2. R
3. Inside were rows and rows of brilliant quartz crystals, we gasped at our discovery. 3. R
4. Gold lies hidden in the West, many people still seek their fortune there. 4. R
5. Is one of the best places in the world for prospectors. 5. F
6. When rainfall, a landslide, or some other act of nature alters the landscape. 6. F
7. Easier to find gold, silver, platinum, and other precious metals. 7. F
8. Although most commonly used for jewelry, gold has numerous industrial uses. 8. C
9. You can grow your own crystals, some grow quite quickly. 9. R
10. With a kit from a hobby shop only two blocks away from my house in Colorado Springs. 10. F

Oral Practice Choosing Verbs That Agree in Number with Their Subjects

Read each of the following sentences aloud, and choose the correct form of the verb in parentheses.

Example 1. One of the customs most readily shared among cultures (is, are) games.

1. is
2. has, have
3. is

Exercise 2 Identifying Sentences and Revising Sentence Fragments

Possible Answers continued

some clothes must be sent to the dry cleaner, they will cost you extra money. [5] That can add up to a lot of money in the long run. [6–7] Other clothes must be washed by hand, requiring extra time and care for their upkeep. [8–10] If you are looking for quality clothes that are both attractive and inexpensive to own, it pays to read the label.

Exercise 3 Objective

■ To revise run-on sentences

Exercise 4 Objective

■ To identify and revise run-on sentences and sentence fragments

Exercise 4 Revising Sentence Fragments and Run-on Sentences

Possible Answers

1. Walking slowly over the rocky terrain, we saw patches of algae. [1]–[5]
2. A strange rock caught our attention; Jackie broke it open. [2]–[6]
3. Inside were rows and rows of brilliant quartz crystals. We gasped at our discovery. [3]–[7]
4. Gold lies hidden in the West, and many people still seek their fortune there. [4]–[8]
5. This is one of the best places in the world for prospectors. [5]–[9]
6. When rainfall, a landslide, or some other act of nature alters the landscape, gold can be exposed. [6]–[10]
7. These changes make it easier to find gold, silver, platinum, and other precious metals.

(continued)
3. Pictures on ancient Greek pottery (show, shows) people playing with yo-yos.
4. (Was, Were) the first people who ever played the game lacrosse American Indian?
5. Arctic peoples, Africans, the Maori of New Zealand, and others as well (plays, play) cat’s cradle.
6. Somewhere, somebody in one of the world’s cultures probably (is, are) spinning a top right now.
7. Not all card games (uses, use) a standard deck of cards.
8. Most of these games (requires, require) at least two players, and some require four.
10. None of those colorful Chinese tangrams (turns, turn) out to be easy to solve.

Exercise 5
Proofreading a Paragraph for Subject-Verb Agreement

Identify the errors in subject-verb agreement in the following paragraph. Then, change each incorrect verb to agree with its subject.

EXAMPLE
[1] Many a building design don’t meet the needs of people with disabilities.
1. don’t—doesn’t
2. presents
3. has
4. make
5. pose
6. seeks
7. are
8. help
9. don’t
10. gives

[1] Ordinary houses or a public building sometimes present problems for people with disabilities. [2] For example, a person using a wheelchair or crutches often have difficulty maneuvering in narrow halls. [3] Flights of stairs and a front stoop makes access difficult for anyone using a wheelchair or a walker. [4] Moreover, inadequate shower access or high counters needlessly poses problems for people with wheelchairs. [5] One homebuilder and solver of these problems are Craig Johnson. [6] Johnson, with a team of advisors and decorators, seek to make life easier for people with various disabilities. [7] Johnson recognizes that easy access and freedom from barriers is becoming both an issue for our aging population and a growing business opportunity. [8] Creating designs and making modifications for people with disabilities helps others, too. [9] For instance, doesn’t most people find that levers are easier to operate than doorknobs are? [10] Also, neither a handrail nor a ramp give anyone any difficulty; in fact, both can come in handy for everyone.
**Exercise 6** Identifying Antecedents and Writing Pronouns

Each of the following sentences contains a blank where a pronoun should be. Identify the antecedent for each missing pronoun. Then, complete the sentence with a pronoun that agrees with that antecedent.

**EXAMPLE**
1. At about the age of fifteen, Janet Collins followed _____ dream to the Ballet Russe de Monte Carlo.
   1. Janet Collins—her

   1. Until Janet Collins, nobody of African heritage had ever made _____ debut on the stage of the Metropolitan Opera House.
   2. While waiting to audition, she saw other ballerinas on a winding staircase backstage doing _____ warm-up exercises.
   3. All of the people who saw Janet at her audition clapped _____ hands.
   4. However, because of Collins’s color, Mr. Massine, the choreographer, could not hire her for _____ production.
   5. Collins continued practicing, and in the end _____ was rewarded.
   6. The Metropolitan Opera opened _____ doors to the prima ballerina.
   7. Rudolph Bing admired her adagio dancing so much that _____ gave her many opportunities to leap and jump.
   8. Two of her roles were in Carmen and Aida, and _____ helped to make her famous.
   9. To be successful, a ballerina must discipline _____.
   10. Either Ms. Lawton or Ms. Vicks will show the class _____ autographed picture of Collins.

**Exercise 7** Proofreading for Pronoun-Antecedent Agreement

Proofread the following sentences, and identify pronouns that do not agree with their antecedents. Give the correct form of each incorrect pronoun. If a sentence is already correct, write C.

**EXAMPLE**
1. From the earliest times, people all over the world have decorated himself or herself.
   1. himself or herself—themselves

   1. Whether for war, religious rituals, or beauty, cosmetics have always had its place in human society.
   2. In ancient Egypt, both men and women used various kinds of cosmetics to make himself or herself more attractive.

   1. their
   2. themselves

**Reference Note**
For information on pronoun-antecedent agreement, see page 135.

**Exercise 6**

**OBJECTIVE**

- To identify antecedents of missing pronouns and then to supply pronouns that agree with the identified antecedents

**Exercise 7**

**OBJECTIVE**

- To identify and correct errors in pronoun-antecedent agreement

**COMMON ERRORS**

**EXTENSION**

**Relating to Vocabulary**
Ask your students to find antecedent in the dictionary and to read its etymology. The word consists of two parts, both from Latin. Ante– means “before” and cedent, derived from cedere, means “going.” Ask students how the etymology of the word can help them remember its meaning as applied in grammar. [An antecedent usually goes before the pronoun that refers to it.]
3. In addition, nearly all Egyptians painted their eyelids with green paste to prevent sunburn.

4. One of the Egyptian kings was even buried with rouge and lip color in their tomb.

5. Ancient cosmetics were usually made from natural ingredients, some of which were poisonous to its users.

6. Arsenic and mercury were two of the most dangerous, and it ruined many lives.

7. The Roman man or woman who used cosmetics containing arsenic was slowly killing themselves.

8. Similarly, in Queen Elizabeth I’s time, the English girl or woman who used a skin whitener containing mercury risked having their teeth fall out.

9. Since before the time of Cosmis—who sold makeup during the reign of Julius Caesar—to the present, enterprising people have made their fortunes by providing products that help others meet their cultures’ standards of beauty.

10. Galen, a man of science in ancient Rome, would be pleased to find that today’s cold cream is based on the formula they invented.

Exercise 8

Revising Sentences for Agreement

Each of the following sentences contains either an error in subject-verb agreement or an error in pronoun-antecedent agreement. Revise the sentences to correct each error in agreement.

EXAMPLE

1. Either Mr. Baker or Mr. Perez have promised to drive his van on the field trip.

   1. Either Mr. Baker or Mr. Perez has promised to drive his van on the field trip.

1. Many a girl has taken Shirley Chisholm as their model of success.

2. Here, class, is several classic examples of Aztec art.

3. Each member of the cast knows all of their lines for the play.

4. Beautifully illustrated and written, Saint George and the Dragon were awarded the Caldecott Medal.

5. Have Ms. Ivy and Mr. Lee played her and his music for the school?

6. Two dollars were once considered generous pay for an hour’s work.

7. All of the travelers were surprised when he or she saw the old purple-and-yellow bus.

8. An international team of archaeological researchers is assembling, one by one, at the site of this exciting discovery.
9. Do Cindy and Brenda practice her dance routine here every day?

10. The two performers has become one of the most popular teams in the history of comedy.

**Exercise 9  Writing Correct Verb Forms**

Complete each sentence with the correct past or past participle form of the verb in italics.

**EXAMPLE**

1. *do*
   Have you ____ any research on the Cajun culture?
   1. *done*

   2. *visit*
   Last year, we ____ Louisiana, where most Cajuns live.
   2. *visited*

   3. *begin*
   The Cajun culture ____ after French immigrants to Acadia, Canada, traveled south.
   3. *began*

   4. *come*
   While in Canada, these immigrants ____ to be known as Acadians.
   4. *came*

   5. *take*
   In Louisiana, the name Acadian ____ on a different pronunciation—“Cajun.”
   5. *took*

   6. *choose*
   The Cajuns ____ to befriend the Choctaws, as well as settlers from Germany and Spain.
   6. *chose*

   7. *put*
   Cajun cooks ____ to their own use what they learned from the Choctaws about native plants and animals.
   7. *put*

   8. *eat*
   They ____ seafood seasoned with the Choctaws’ filé, which is powdered sassafras leaves.
   8. *ate*

   9. *drink*
   They ____ coffee flavored with chicory.
   9. *drank*

   10. *raise*
   German settlers in the bayou country ____ the beef and pork that the Cajuns used in their tasty dishes.
   10. *raised*

   11. *bring*
   The Cajuns were also delighted with okra, called gumbo by the Bantu, who had ____ it with them from Africa.
   11. *brought*

**Exercise 10  Identifying Correct Forms of Irregular Verbs**

Choose the correct form of the verb in parentheses in each of the following sentences.

**EXAMPLE**

1. For many years, teams of scientists have (took, taken) the opportunity to study the Antarctic Peninsula during the summer.
   1. *taken*

   2. The scientists (went, gone) there to study the delicate balance of the ecosystem.
2. These scientists (knew, known) that worldwide weather patterns are influenced by events in Antarctica.
3. Before the twentieth century, few people (choosed, chose) to brave the frigid voyage to the Antarctic.
4. However, new means of transportation have (brought, brung) more people, especially scientists, to Antarctica.
5. Such countries as Chile, Britain, and Russia have (began, begun) exploring what's beneath Antarctica's ice and snow.
6. No one knows how long Antarctica's waters have (run) red with krill, tiny creatures at the bottom of the food chain.
7. Many times, the Ross Ice Shelf has (shook, shaken) as a huge iceberg known as B9 has crashed into it.
8. An oil rig could have (fallen, fell) if struck by a roving iceberg.
9. If that had happened, a huge oil spill would likely have (did, done) major damage to Antarctica's ecosystem.
10. In Antarctica, the nations of the world have been (gave, given) an opportunity to work together in peace.

Exercise 11  Proofreading for Correct Verb Forms

Most of the following sentences contain incorrect verb forms. If a form of a verb is wrong, write the correct form. If a sentence already is correct, write C.

**EXAMPLE**

[1] The brave galleon had rode the waves to an icy grave.
   1. ridden

[2] Over thousands of years of seafaring, many a ship has been broke on the rocks or lost in a storm.
   2. broken

[3] Thirst for the treasure of these sunken ships has drove opportunists and scholars alike to the dark bottoms of the world's oceans.
   3. rang

   4. dived

[5] Since then, treasure hunters and scientists have dove into waters all over the world and surfaced with gold and historical artifacts.
   5. raised

[6] Astonishingly, divers have swum down and inspected the remains of crafts more than forty centuries old!
   6. sit

[7] Not only ships but also towns lay on the ocean floor.
   7. lies

[8] One such site is the community of Port Royal, which lays near Jamaica.
   8. shrunk

[9] Ironically, although many treasures have been found, the search for treasure has not shrinked.
   9. grown

[10] On the contrary, as technology has improved, the number of underwater expeditions has growed.

10. In Antarctica, the nations of the world have been (gave, given) an opportunity to work together in peace.

**Exercise 11**

**OBJECTIVE**

- To identify and correct errors in verb forms

1. broken
2. driven
3. rang
4. dived
5. raised
6. C
7. sit
8. lies
9. shrunk
10. grown
Exercise 12  Proofreading for Correct Verb Forms
Most of the following sentences contain an incorrect verb form. If the form of a verb is wrong, write the correct form. If a sentence is already correct, write C.

EXAMPLE  1. His horse weared a braided bridle.
           1. wore

1. Luis Ortega has been describe as history’s greatest rawhide braider.
2. For years, collectors and cowhands alike have spoke of him with respectful awe.
3. Ortega was lucky to have had a fine teacher; many braiders do not teach their craft because students have stole their secrets.
4. However, even after a generous American Indian taught Ortega to braid, it taked young Luis many years of practice to perfect his skill.
5. Ortega has never shrinked from hard work.
6. Once a vaquero himself, he throwed many a lasso in his younger days.
7. Since the 1930s, Ortega has wore the title of professional braider.
8. Ortega not only mastered the traditional craft, but also striked out on his own by adding color to braiding.
9. Unlike whips, which have stinged many a runaway steer, a riata is a type of lariat used for roping.
10. Pity the cowhand whose heart must have sunk as a steer ran off with his treasured Ortega riata!

Exercise 13  Identifying Correct Forms of Pronouns
Choose the correct pronoun in parentheses in each of the following sentences. Then, tell whether the pronoun is used as a subject, a predicate nominative, a direct object, an indirect object, an object of a preposition, or an appositive.

EXAMPLE  1. Mr. Kwan and (we, us) members of the recycling club picked up all the litter along the highway last Saturday.
           1. we—subject

1. Do you know (who, whom) safely disposes of old batteries?
2. The two Earth Club members who collect items for recycling are James and (she, her).
3. (Who, Whom) threw these cans in the garbage?
4. Save all recyclable material for (we, us) club members.
5. Give the co-chairpersons, Lisa and (she, her), all of the cans that you have collected.
6. Ask (whoever, whomever) you know to save old newspapers for us to collect.
7. (Who, Whom) could the next recycling team leader be?
8. To (whom, who) do we give this cardboard?
9. The city gave Mr. Kwan, (who, whom) everyone in the school respects, an award.
10. Please give Carl and (he, him) the maps you three drew yesterday.

Exercise 14  Correcting Inexact Pronoun References

Correct each inexact pronoun reference in the following sentences. If a sentence is already correct, write C. Answers will vary.

EXAMPLE  1. When you take medication for your allergies, be sure to read them carefully.
   1. When you take medication for your allergies, be sure to read the directions carefully.

1. Annie said that she must have sneezed two dozen times today and that it was really bothering her.  1. the pollen
2. Annie asked Heather several good questions about her new allergy medication.  2. Heather’s
3. Everyone knows that Heather has more problems with pollen allergies than I have.  3. C
4. Pollen, molds, and animal dander are widespread in our environment; they are three of the most common causes of allergies.  4. C
5. Different plants release pollen at different times of the year, which is why people have discomfort at various times.  5. ; consequently
6. Annie asked Sarah about summer allergies because she is especially uncomfortable during July.  6. Annie
7. To take a pollen count, they place a glass slide coated with oil outside for twenty-four hours.  7. scientists
8. The slide is then placed under a microscope, and the grains of pollen sticking to it are counted.  8. the slide
9. When it rains, the pollen count drops because the rain washes the pollen grains from the air.  9. C
10. In the news reports, they often give the pollen count.
Exercise 15 Proofreading for Clear Pronoun Usage

Most of the following sentences contain inexact pronoun references. Revise each incorrect sentence. If a sentence is already correct, write C.

EXAMPLES 1. In India, they belong to laughing clubs.
   1. In India, some people belong to laughing clubs.
2. These clubs are popular with the people of India because of the conflicts they face every day.
   2. C

1. Scientists believe that long ago an island slammed into Asia; it created the Himalayas and joined the island to the continent.
2. That landmass is now India, and worlds still collide there, which is seen in the contradictions and conflicts of modern India.
3. India has been independent for more than fifty years, and it has caused many changes in this growing nation.
4. For instance, the famous city of Bombay has been renamed Mumbai, which honors the Hindu goddess Mumba.
5. However, British influences still exist, and that is apparent in English-language street signs.
6. Free-market policies have now been adopted, and many people have taken advantage of that; small, independent businesses are booming.
7. To the refugees who come to Kolkata from Bangladesh, it offers a little hope.
8. There are as many as thirty-seven laughing clubs in Mumbai (members believe it fights stress).
9. At the same time, beside the wall of an alleyway in Kolkata, a woman prepares food for her daughter while she sits in a nearby tree.
10. A country with ample natural resources and millions of highly educated people, India is taking its place on the world stage.

Reference Note
For information on using pronouns correctly, see Chapter 7.

Exercise 15

OBJECTIVE
To identify and correctly revise sentences with unclear pronoun usage

POSSIBLE ANSWERS
1. Scientists believe that long ago an island slammed into Asia; the force of the collision created the Himalayas and joined the island to the continent.
2. That landmass is now India, and worlds still collide there, a situation which is seen in the contradictions and conflicts of modern India.
3. India has been independent for more than fifty years, and independence has caused many changes in this growing nation.
4. For instance, the famous city of Bombay has been renamed Mumbai, a name which honors the Hindu goddess Mumba.
5. However, British influences still exist, and this influence is apparent in English-language street signs.
6. Free-market policies have now been adopted, and many people have taken advantage of this change; small, independent businesses are booming.
7. To the refugees who come to Kolkata from Bangladesh, the city offers a little hope.
8. There are as many as thirty-seven laughing clubs in Mumbai (members believe laughing fights stress).
9. At the same time, beside the wall of an alleyway in Kolkata, a woman prepares food for her daughter who sits in a nearby tree.
10. C
Exercise 16  Using Comparative and Superlative Forms

Complete each sentence with the correct comparative or superlative form of the word given in italics.

EXAMPLE 1. Carl can perform CPR ____ than I can.
   1. better
   2. few
   3. many
   4. much
   5. well
   6. bad
   7. good
   8. many
   9. much
   10. good

1. Bicyclists who wear helmets have ____ serious injuries from accidents than bicyclists who do not wear helmets.
2. Our family follows ____ safety procedures than we used to follow in the past.
3. Some of the ____ accidents are more likely to happen in the home than anywhere else.
4. Is it ____ common to have an accident in the kitchen or in the bathroom?
5. Emergency crews can spot luminous house numbers ____ than numbers that do not glow in the dark.
6. A grease fire will become ____ if you put water on it.
7. Do you know the ____ way to extinguish an electrical fire?
8. Smoke detectors are found in ____ homes than ever before.
9. In many small fires, smoke causes ____ of the damage.
10. Of course, the ____ safety procedure of all is preventing fires from starting in the first place.

Exercise 17  Proofreading Sentences for Correct Comparative and Superlative Forms

Correct each error in the use of comparative and superlative forms in the following sentences. If no modifiers need to be corrected, write C.

EXAMPLE 1. Most oftenest, I plan my day in the morning.
   1. Most often
   2. One of the __________ skills is the ability to set priorities.
   3. You can establish your priorities more easily if you know your goals.
   4. Owning a good car, having a rewarding job, and owning a house are three of the __________ goals people share.
   5. You, however, may want a pilot's license, a medical degree, an eighteen-wheeler, or just a __________ bed.
   6. Whatever your goal, you will be much __________ to achieve it if you plan your time carefully.

Reference Note
For information on using modifiers correctly, see Chapter 8.
6. Look at even the most small unit of your time.
7. Can you think of ways that you could use your time more better than you do?
8. Try every day to work on your most highest priority.
9. Try more hard to stick to your schedule.
10. With a plan, you can meet your goals quicker than you could without one.

Exercise 18  Writing Comparative and Superlative Forms
Write the comparative and superlative forms of the following modifiers.

EXAMPLE 1. kind
   1. kinder, kindest; less kind, least kind
   2. alone
   3. loudly
   4. secretly
   5. lucky
   6. bad
   7. delightful
   8. fiercely
   9. exact
   10. childishly
   11. natural
   12. wet
   13. mysterious
   14. gleefully
   15. timid
   16. contentedly
   17. green
   18. bravely
   19. poor
   20. cautiously

Exercise 19  Correcting Double Negatives
Revise each of the following sentences to correct the double negative that it contains. Answers may vary.

EXAMPLE 1. The jurors couldn't say nothing about the trial.
   2. The jurors couldn't say anything about the trial.
   3. My grandfather doesn't hardly let anything bother him.
   4. The movie hadn't scarcely started when the power went off.
   5. Never use none of those microwave oven pans in a regular oven.
   6. There aren't none of those tamales left now.
   7. Don't let nobody tell you that you can't win!
   8. Anyone who wants to can have something.
   9. Neither cold nor heat nor nothing else discouraged them.
   10. The movie hadn't scarcely started when the power went off.

Reference Note
For information on double negatives, see page 237.

Exercise 18  Writing Comparative and Superlative Forms
To indicate decreasing comparison, add less or least to the base form.
1. more, most alone
2. more, most loudly
3. later, latest
4. more, most secretly
5. luckier, luckiest or more, most lucky
6. worse, worst
7. more, most delightful
8. more, most fiercely
9. more, most exact
10. more, most childishly
11. more, most natural
12. wetter, wettest
13. more, most mysterious
14. more, most gleefully
15. more, most timid
16. more, most contentedly
17. greener, greenest
18. more, most bravely
19. poorer, poorest
20. more, most cautiously

Exercise 19  Correcting Double Negatives
To revise sentences to correct double negatives

OBJECTIVE
I To write the comparative and superlative forms of modifiers

ANSWERS

OBJECTIVE
II To revise sentences to correct double negatives

HELP
Although two possible answers are shown, you need to give only one answer for each item in Exercise 19.
Exercise 20  Correcting Misplaced Modifiers

Revise the following sentences to correct errors in the use of modifiers. You may need to rearrange or add words to make the meaning clear. 

**EXAMPLE**

1. Cold and overcast, the tour group left the city.
   1. The tour group left the cold and overcast city. 

1. I watched the hawk swoop down and grab its prey with my new pair of binoculars. 
2. He is such a hard-working student that he did every bit of his homework when he even got the flu. 
3. Running through town, soft moonlight fell on the freight train. 
4. You should accept rides from people only you know. 
5. A kingfisher sat alertly on the fence post that had been hunting by the creek. 
6. I figured out the answer studying the problem. 
7. Bulky and dusty, we moved all of the boxes out of the attic. 
8. Filled with wildflowers, Amy put the vase on her desk. 
9. Suddenly, the bats swarmed out of the cave that we had awakened. 
10. A package sat on the doorstep with Michael’s name on it.

Exercise 21  Correcting Dangling Modifiers

Most of the following sentences contain a dangling modifier. If a sentence is incorrect, revise it to correct the dangling modifier. If a sentence is already correct, write C.

**EXAMPLE**

1. Following the path, a tiny cottage came into view. 
   1. As we were following the path, a tiny cottage came into view. 

1. Rounding third base, the coach and the fans in the stands cheered and applauded. 
2. To manage time better, making a schedule will help. 
3. Modified to allow space for an additional bedroom, the floor plan’s lack of closets became a problem. 
4. While studying for exams, a storm knocked out the electricity. 
5. Before beginning your library research, a specific topic or category must be selected. 
6. Right in the middle of making a copy of my report, the out-of-paper message flashed. 
7. Tired from the long hike, our camp was a welcome sight.
8. After hanging the new plants, the room appeared larger.
9. To save money, a realistic budget is necessary.
10. While we watched the children play, our problems seemed small.

**Exercise 22** **Correcting Misplaced and Dangling Modifiers**

The following sentences contain misplaced and dangling modifiers. Revise each sentence to correct the misplaced or dangling modifier.

**EXAMPLE**

1. Seeing the rescue helicopter, shouts of joy burst out.
2. Seeing the rescue helicopter, the crew burst out with shouts of joy.

1. Customers lined up for copies of the new film about extraterrestrials in the video store.
2. To save a file, a name must be given to it.
3. The spaceship drifted toward the small moon that had lost its engines.
4. Dozens of white daisies decorated the tables, which had been grown in our own garden.
5. Marked by signs saying “Reserved,” we couldn’t find anywhere to park.
6. Did George Washington ever meet Robert E. Lee, whose face is on our dollar?
7. Following the trail, camp was quickly found.
8. Having advertised all week, all the tickets had been sold.
9. Patient hawks watched for fish soaring over the lake.
10. Mother packed a picnic lunch humming quietly.

**Exercise 23** **Correcting Errors in Standard Usage**

Identify and correct each error in the use of formal, standard English in the following sentences. **Answers may vary.**

**EXAMPLE**

1. I ain’t going to the movies on Saturday.
2. a lot [or a great deal]
3. a lot [or a great deal]
4. anywhere
5. [ or . . . iron, and others.]

1. Please bring this note to Ms. Nichols in the gym.
2. Besides Ronnie and Ed?
3. My science project took a lot of time last weekend.
4. Oh, no! I can’t find my raincoat anywhere.
5. Common elements include oxygen, hydrogen, iron, and others.
6. The weather can affect people’s moods.
7. Starting next year, each student will wear an uniform.
Exercise 24 Correcting Errors in Standard Usage

Revise the following sentences to correct all errors in the use of formal, standard English. Answers may vary.

EXAMPLE 1. Like you would expect, the use of color is very important to artists.

1. As you would expect, the use of color is very important to artists.

Exercise 24

OBJECTIVE

■ To revise sentences containing errors in standard English usage

TECHNOLOGY TIP

Remind students that they can check for proper grammar and usage within their writing by using the grammar-checking function that is common to many popular word-processing programs. Grammar-checking programs will catch a number of mistakes, including double subjects, double negatives, and nonstandard usage such as anywheres and had ought. Emphasize that such programs are not foolproof, however. Sometimes a grammar-checking feature will do little more than highlight a word or phrase and ask the user “Is this word used correctly?” The user of the program must understand the rules of grammar and usage.

8. Look out! You almost busted my CD player! 8. broke
9. Gradually, our dog accepted the new kitten. 9. accepted
10. The little steam engine pulled as fast as it could. 10. as fast as
Grammar and Usage Test: Section 1

DIRECTIONS Either part or all of each of the following sentences is underlined. Using the rules of formal, standard English, choose the answer that correctly expresses the meaning of the underlined word groups. If there is no error, choose A. Indicate your response by shading in the appropriate oval on your answer sheet.

EXAMPLE 1. In 1990, restoration began on the Sphinx, it is an ancient Egyptian statue.
   (A) Sphinx, it is an ancient Egyptian statue
   (B) Sphinx because it is an ancient Egyptian statue
   (C) Sphinx, an ancient Egyptian statue
   (D) Sphinx, being an ancient Egyptian statue
   (E) Sphinx when it was an ancient Egyptian statue

ANSWER 1. A B C D E

1. The magnificent glass pyramids at the Louvre, which were designed by the American architect I. M. Pei.
   (A) The magnificent glass pyramids at the Louvre, which were designed by the American architect I. M. Pei.
   (B) Being designed by the American architect I. M. Pei, the magnificent glass pyramids at the Louvre.
   (C) The American architect I. M. Pei, who designed the magnificent glass pyramids at the Louvre.
   (D) The American architect I. M. Pei designed the magnificent glass pyramids at the Louvre.
   (E) I. M. Pei, an American architect, designing the magnificent glass pyramids at the Louvre.

2. Have you read about the tornado that damaged so many homes in today’s paper?
   (A) about the tornado that damaged so many homes in today’s paper
   (B) in today’s paper about the tornado that damaged so many homes
   (C) about the tornado in today’s paper that damaged so many homes
   (D) about the destructive tornado in today’s paper
   (E) today about the destructive tornado in the paper

Grammar and Usage 411
3. Most people believe that the Loch Ness monster is just a myth, sightings of the monster continue to be reported.
   (A) myth, sightings of the monster continue to be reported
   (B) myth, and people report still seeing the monster
   (C) myth. Sightings of the monster continue to be reported
   (D) myth; sightings of the monster continue to be reported
   (E) myth; however, sightings of the monster continue to be reported

4. Tamara told Jenny that she probably made an A.
   (A) that she probably made an A
   (B) that an A was probably what she made
   (C) that Jenny probably made an A
   (D) about her making an A probably
   (E) that her grade was probably an A

5. To fully appreciate many of Gary Soto’s stories, some knowledge of Mexican American culture is necessary.
   (A) some knowledge of Mexican American culture is necessary
   (B) the reader needs some knowledge of Mexican American culture
   (C) you must learn all about Mexican American culture
   (D) knowing something about Mexican American culture
   (E) the necessity is to know about Mexican American culture

6. In this article, it says that the Chinese were using paper money by the thirteenth century.
   (A) In this article, it says that the Chinese were using paper money by the thirteenth century.
   (B) According to this article, it says that the Chinese were using paper money by the thirteenth century.
   (C) By the thirteenth century, the Chinese in this article were using paper money.
   (D) In this article, they say that the Chinese were using paper money by the thirteenth century.
   (E) According to this article, the Chinese were using paper money by the thirteenth century.

7. The capital of Liberia, Monrovia, which was named by freed slaves in honor of President James Monroe.
   (A) The capital of Liberia, Monrovia, which was named by freed slaves in honor of President James Monroe.
   (B) Monrovia, the capital of Liberia, named by freed slaves in honor of President James Monroe.
8. I bought a collar for my kitten that has a reflective tag and a breakaway buckle.
   (A) for my kitten that has a reflective tag and a breakaway buckle
   (B) for my kitten with a reflective tag and a breakaway buckle
   (C) that has a reflective tag and a breakaway buckle for my kitten
   (D) for my kitten having a reflective tag and a breakaway buckle
   (E) for my kitten, and it has a reflective tag and a breakaway buckle

9. Henry Ford wanted to make his cars affordable to everyone; that is why he developed an efficient assembly-line method for manufacturing them.
   (A) Henry Ford wanted to make his cars affordable to everyone; that is why he developed an efficient assembly-line method for manufacturing them.
   (B) Henry Ford wanted to make his cars affordable to everyone so that he could develop an efficient assembly-line method for manufacturing them.
   (C) Henry Ford wanted to make his cars affordable to everyone because he developed an efficient assembly-line method for manufacturing them.
   (D) Henry Ford developed an efficient assembly-line method for manufacturing his cars because he wanted to make them affordable to everyone.
   (E) To develop an efficient assembly-line method for manufacturing his cars, Henry Ford wanted to make them affordable to everyone.

10. Having seen that people in some countries were denied basic civil rights, my uncle's appreciation for the Bill of Rights grew.
    (A) Having seen that people in some countries were denied basic civil rights, my uncle's appreciation for the Bill of Rights grew.
    (B) My uncle, having seen the Bill of Rights, knew that people in some countries were denied basic civil rights.
    (C) When basic civil rights are denied people in some countries, my uncle's appreciation for the Bill of Rights grows.
    (D) My uncle's appreciation for people denied basic civil rights in some countries grew as he read the Bill of Rights.
    (E) My uncle's appreciation for the Bill of Rights grew after he had seen that people in some countries were denied basic civil rights.
Grammar and Usage Test: Section 2

DIRECTIONS Read the paragraph below. For each numbered blank, select the word or word group that best completes the sentence. Indicate your response by shading in the appropriate oval on your answer sheet.

EXAMPLE More powerful than optical microscopes, electron microscopes (1) researchers to study extremely small objects.

1. (A) has enabled
   (B) is enabling
   (C) enabling
   (D) enable
   (E) enables

ANSWER 1. A B C D E

An electron microscope, using a beam of electrons, (1) a magnified image. Unlike an optical microscope, (2) instrument does not depend on (3) light rays. Instead, an electron lens (4) a system of electromagnetic coils that focus the electron beam. The electrons (5), of course, aren’t visible to the naked eye. Rather, (6) are directed at a specimen to form (7) image on a photographic plate. The wavelength of an electron beam is (8) than the wavelength of light. Therefore, (9) magnification is possible with an electron microscope (10) optical microscope.

1. (A) create
   (B) is creating
   (C) creates
   (D) will create
   (E) will have created

2. (A) this here
   (B) this
   (C) these
   (D) these kind of
   (E) that there

3. (A) any
   (B) not one
   (C) no
   (D) hardly any
   (E) barely some

4. (A) use
   (B) has used
   (C) will use
   (D) uses
   (E) had been using
5. (A) themself  
   (B) themselves  
   (C) theirself  
   (D) theirselves  
   (E) itself

8. (A) short  
   (B) shorter  
   (C) more short  
   (D) more shorter  
   (E) shortest

6. (A) them  
   (B) it  
   (C) that  
   (D) this  
   (E) they

9. (A) good  
   (B) gooder  
   (C) better  
   (D) more better  
   (E) more good

7. (A) its  
   (B) their  
   (C) they're  
   (D) its’  
   (E) it’s

10. (A) then with an  
    (B) then with a  
    (C) than with an  
    (D) than with a  
    (E) then a
Exercise 25 Correcting the Capitalization of Words and Phrases

Correct the following words and phrases by either changing lowercase letters to capital letters or changing capital letters to lowercase letters.

**EXAMPLE**
1. Hank's poem "Waiting for morning in July"

1. Hank's poem "Waiting for Morning in July"

1. geometry I, latin, and civics
2. national geographic magazine
3. the god of abraham, isaac, and jacob [or God]
4. an island in the gulf of mexico
5. liberty bell
6. during the great depression
7. readings from "the scarlet ibis"
8. internal revenue service forms
9. mother's day
10. an episode of party of five
11. Grandfather Ben and my cousin
12. Hiroshige's painting The Moon Beyond The Leaves
13. an italian custom
14. bill of rights
15. a passage from the koran
16. is that an okidata® printer?
17. dr. and mrs. Dorset
18. a congressional medal of honor recipient
19. chief joseph
20. King Of The Wind

Exercise 26 Proofreading for Correct Capitalization

Each of the following sentences contains at least one capitalization error. Correct each error by changing capital letters to lowercase letters or lowercase letters to capital letters.

**EXAMPLE**
1. In the barn my Dad is building an ultralight plane that we have named the hummingbird.

1. dad, Hummingbird

1. The slave knelt at the feet of the statue and said, “Zeus, oh Zeus, oh please, help me.”

2. long ago, Africans shaped tools from stones; we find these stones wherever they lived.
3. My grandma told me that she used to go to Wrigley field with her father and mother.
4. This Saturday, instead of going to eagle lake, let's go to the Riverdale High School Festival.
5. A Yale student laid out the plans for a submarine that was used in the American revolution.
6. Fred started sewing kites for himself and his friends and now has a small business known as Fred's Fliers.
7. "Have you read Changes in Latitudes?" I asked.
8. Because the Panama Canal is too narrow for some supertankers, they sometimes must pass through the waters of the strait of Magellan at the Southern tip of South America.
9. The chess club meets every day after school in the large room East of the auditorium.
10. We think our team, the Kennedy middle school Bobcats, is the best in Baker county.

Exercise 27 Proofreading for Correct Capitalization

Each of the following sentences contains errors in capitalization. Correct each error by changing capital letters to lowercase letters or lowercase letters to capital letters.

EXAMPLE

1. Often, I feel like a World traveler in my hometown.
   1. I, world

1. When I ride the bus down central avenue, I can hear people speaking Spanish, Hindi, Japanese, Arabic, and some other languages I don't even recognize.
2. On independence day, my Mother and I drove our old Ford Thunderbird to Taylor park.
3. Near there we saw Mr. Narazaki and Ms. White Eagle talking.
4. They were in front of the Lincoln Building, where the Federal Bureau of Investigation has offices.
5. On that same Saturday, we also saw several Muslim women wearing long robes and veils in front of Hill Medical Center next to the Park.
6. After the band played John Philip Sousa's "The Stars and Stripes Forever," people stood beside a statue of the Greek deity Athena and gave readings from the Declaration of Independence and the Bible.
7. Later, Mayor Mendoza read a telegram from the president of the United States, gave a speech, and awarded Medals to several people for their public service.
Reference Note
For information on using commas correctly, see page 271.

Optional commas are underscored.

8. As soon as the big dipper was clearly visible, the fireworks started, and I thought, “This is definitely the greatest place on Earth!”
9. Next year, I plan to take United States history II at West creek high school.
10. I am going to look in my new history book for a list of all the peoples that make up our country, from the inuits of alaska to the Hawaiians of hilo bay.

Exercise 28 Using Commas Correctly
Add and delete commas to punctuate the following sentences correctly.

EXAMPLE
1. A first-aid kit should contain adhesive tape scissors antiseptic and a variety of bandages.
2. On the balcony of a second-floor apartment a large macaw sat watching us.
3. We moved on October 15; our new address is 5311 East Baker Street, Deerfield, Illinois, 60015.
4. All you need to bring are a change of clothes, shoes, socks, a toothbrush, and toothpaste.
5. Phobos is I believe one of the moons around Mars, Mrs. Farris.
6. Fire damaged a number of houses, yet no one was injured, not even any pets.
7. Because acrylic, a type of water-based paint, dries rapidly, you must work quickly with it.
8. Birds sang, frogs jumped, and children played on that hot sunny day.
9. Malfunctioning dangerously, the robot moved jerkily toward the table, picked up a dish, dropped it on the floor, and rolled out the door.
10. Easing up on the throttle, she coasted in for a smooth landing.

Exercise 29 Using Commas Correctly
Add and delete commas to punctuate the following sentences correctly.

EXAMPLE
1. They made beads out of small white seashells, Ed.
2. Deer thrived, sea life flourished, and all manner of edible plants grew in the region that is now California.
2. Up and down the coastline of California, communities of American Indians have lived for centuries.
3. The Karok, Pomo, Yurok, and Modoc are just four of the dozens of peoples living in this area.
4. Skilled in basketwork, the Pomo became known for the decoration, variety, and intricate weaving of their baskets.
5. The Yurok developed an elaborate monetary system which they used in fixing a price on every privilege or offense.
6. While many peoples favored dentalium shells as currency, they also exchanged other items in trade.
7. Yurok marriages were arranged with care, for marriage was an important public and historic alliance.
8. Yes, Helen, the Gabrielson hunted with a stick that is similar to the boomerang, the famous Australian weapon.
9. Traditionally, the Coast Miwok peoples were each represented by a male chief and a female chief and a female ceremonial leader called a maen.
10. Kintpuash, who was also called Captain Jack, was the Modoc leader who escaped capture on November 29, 1872.

**Exercise 30** Proofreading for Correct Use of Semicolons and Colons

Add or delete semicolons and colons to correct the punctuation in the following sentences.

**EXAMPLE**
1. The party starts at 7:30; we will need to leave our house by 7:00.

2. John is bringing the drinks, ice, and cups; and Wanda is bringing the plates, knives, and forks.
3. Compare these three translations of King David's famous song, Psalm 23:1–6.
4. Don't forget to pick up Carlos, Kam, Lisa, and Mary at 7:15 sharp.
5. Twin koalas are rare in captivity; consequently, Australia's Yanchep National Park prized Euca and Lyptus, the two born there in 1996.
6. The dance committee still needs to get the following equipment: a CD player, outdoor speakers, and a microphone.
7. During our party on the Fourth of July last year, a huge storm forced everyone inside; then lightning knocked the power out.

**Help**

In Exercise 30, you may need to use colons and semicolons to replace incorrectly used commas.

**Reference Note**

For information on semicolons and colons, see Chapter 12.
7. California's seagulls will eat just about anything—clams, chicks, berries, and even the occasional starfish.
8. We have invited exchange students from Dublin, Ireland; Paris, France; and Tokyo, Japan.
9. At 10:30 P.M., he neatly printed the title page, which read “Alfredo in Wonderland: A Tale of an Exchange Student in New York.”

Exercise 31 Using Punctuation Correctly in Sentences

Add periods, question marks, commas, semicolons, and colons to correct the punctuation in the following sentences.

EXAMPLE 1. In almost every corner of the world dogs do useful work for people.

   1. In almost every corner of the world, dogs do useful work for people.

   Optional commas are underscored.

   1. Herding flocks, collies and briards and other varieties of sheepdog are on the job wherever there are sheep.

   2. Did you know that German shepherds, which make good guard dogs, can also herd sheep?

   3. Dogs guard our homes, assist people with disabilities, herd sheep, and hunt game.

   4. Sled dogs include the following breeds—Samoyeds, huskies, Alaskan malamutes, and a few other strong breeds with thick fur.

   5. Partners with police the world over, bloodhounds are feared by criminals and praised by the parents of lost children whom these dogs have found.

   6. The basenji comes from Africa and is in fact called the Congo dog; many people share their homes with these animals, whose ancestors date back to 3000 B.C.

   7. Although Mexican Chihuahuas are tiny, they fiercely take on any foe; they don't back down even when facing a larger dog.


   9. Those famous lines make an obvious point: “A living dog is better than a dead lion.”

Exercise 32 Correcting Errors in the Use of Quotation Marks and Other Punctuation

For each of the following sentences, correct any error in the use of quotation marks, commas, and end marks.

EXAMPLE

1. The troop leader said that we should bring the "barest essentials": a change of clothes, a toothbrush, and a comb.
   1. The troop leader said that we should bring the "barest essentials": a change of clothes, a toothbrush, and a comb.

1. James seemed excited and said, "Did you see the news last night?"
2. "Sorry, Emma," Becky began. "But I'm late already."
3. When Coach Myers announced the tryouts this morning, she said, "That anyone could try out?"
4. Ms. Waters asked us to read The Tell-Tale Heart and one other short story of our choice this weekend.
5. They are watching reruns of The Magic School Bus; this episode is "Lost in the Solar System."
6. For tomorrow's assignment, read The Price of Freedom, the next chapter in your textbook.
7. My favorite part of Reader's Digest is "Humor in Uniform."
8. "Why don't you title your poem "Words and Music"?" Tom asked.
9. The recent article "Carbon Monoxide: The Silent Killer" details the effects of this deadly gas.
10. "Didn't you hear me yell! Call 911!" asked Erik.

Exercise 33 Punctuating and Capitalizing Quotations

For each of the following sentences, correct any error in the use of quotation marks, commas, end marks, and capitalization.

EXAMPLE

1. Larry told me that "you were sitting in the library."

1. "Larry told me that you were sitting in the library."

1. "I can't decide which selection to use for my project," sighed Fran.
2. Mary nodded and said "I haven't made up my mind either." "Are you going to choose a poem or a story?"
4. What if Ms. Hill says 'that you can't?' asked Mary.
5. Didn't she say "anything goes?" Greg answered.
6. "You're right." The instructions say 'write a song, present a play, or draw a picture,' added Mary.
Exercise 33  Punctuating and Capitalizing Quotations

ANSWERS continued

7. “You play the guitar,” Fran pointed out. “Maybe you could write a song.”
8. Mary smiled and said, “Great idea!”
9. “What I’d really like to do is write extra verses for Woody Guthrie’s song ‘This Land Is Your Land,’” Fran said.
10. “Perhaps even,” Mary added, “make a video of it!”

Exercise 34  Using Apostrophes Correctly

Add or delete apostrophes to punctuate the following items correctly. If an item is already correct, write C.

EXAMPLE 1. We’ve got Matt’s tickets.

1. Don’t use so many sos.
2. It’s time for Jane’s report.
3. Ronnie’s and Erik’s desks
4. Mom and Dad’s only car
5. PBS’s most popular show
6. Who’s your brother? C
7. my sister’s-in-law’s cars
8. geese’s caretaker
9. that baby bird’s beak
10. Kerrys and your project
11. anyone’s guess C
12. Russ’s US look like NS.
13. You’re right!
14. those foxes’ dens
15. The blame is theirs.
16. Let’s eat at six o’clock.
17. my March of Dimes donation C
18. She says that shell bring ours.
19. There’s still time. C
20. Bob’s dog

Exercise 35  Proofreading for Spelling Errors

Correct each spelling error in the following sentences.

EXAMPLE 1. To succeed, you must keep triing.

1. succeed; trying

1. I cannot easily make daily visits, even though I would surely like to.
2. The judge finally conceded that the other driver had been exceeding the speed limit.
3. The members of the procession carried one hundred twenty-five baskets of beautiful flowers.
4. The desert heat and dryness stopped both armies.
5. My neighbor's children are always getting into mischief.
6. A word with two e's, such as deer, has a long vowel sound.
7. The children truly enjoyed hearing their echoes bounce off the canyon walls.
8. The candidate seized the opportunity to give a brief statement of his beliefs.
9. Leaves fluttered off the trees and down the deserted beaches during that first day of winter.
10. Five brothers-in-law

**Exercise 36**  Proofreading for Spelling Errors

For each of the following sentences, write the misspelled word or words correctly.

**EXAMPLE**

1. Six concrete elfs guarded the doorway to my neighbor's house.
   - elfs, neighbor's

- 1. leisure activities may be wholly unnecessary for survival, but they make life enjoyable.
- 2. On the way to Japan, his niece met a Chinese man who spoke perfect English.
- 3. After the clouds receded, the sun glinted on the wet roofs.
- 4. Three ranch hands were teaching roping to the tourists who had paid for lessons.
- 5. These attachments are interchangeable, I believe.
- 6. While my friends and I were sitting on the porch, we saw a white rabbit hopping across the street.
- 7. Place two heaping spoonfuls of flour in a saucepan; then, slice three small tomatoes.
- 8. Yes, several attorneys-at-law at our office are alumni of the state university.
- 9. There must have been over one hundred and fifty people standing in line longer than that.
- 10. Mr. Brady said that suddenly the terrifying possibility of going to school all year had not seemed so bad to the Bradys.

**Reference Note**

For information on spelling rules, see Chapter 16.

- 1. wholly/unnecessary
- 2. niece
- 3. receded/roofs
- 4. roping/paid
- 5. believe
- 6. friends/sitting/hopping
- 7. spoonfuls/tomatoes
- 8. attorneys-at-law/alumni
- 9. 150
- 10. terrifying/Bradys
Exercise 37  Proofreading for Words Often Confused

For each of the following sentences, correct any error in word usage.

EXAMPLE
1. A camel caravan in the desert is a noble sight.
   1. A camel caravan in the dessert is a noble sight.

1. The roar of the plain’s engine broke the quite of the night.
2. It’s time to get your suitcase packed.
3. I put my dessert right here on the kitchen table, and now it’s gone.
4. As the mustangs picked their way through the canyon, they unknowingly past a cougar hiding in the rocks.
5. Who was the warrior who lead the Zulus in their famous battle against the Boers?
6. Be careful, or you will brake that mirror into a million pieces.
7. Every knight choose his own way through the forest.
8. First, the pigs got lose; then we spent all day trying to catch them.
9. He couldn’t hear us; he was too weak from the fever.
10. Whose biography did you choose to read?

Exercise 38  Distinguishing Between Words Often Confused

Choose the correct word in parentheses in each of the following sentences.

EXAMPLE 1. Is Korean food for dinner (all right, alright) with you?
   1. all right

1. I believe that Andrew Young began his political career during the 1960s; (than, then) he became a U.S. representative before being named ambassador to the United Nations.
2. Millie, would you care to explain the first (principle, principal) of thermodynamics to the class?
3. A (stationery, stationary) cold front has been responsible for this week’s wonderful weather.
4. Recycling helps cut down on the (waist, waste) of resources.
5. Did you (all ready, already) qualify for the race?
6. How would you (council, consult, counsel) someone in this situation?
7. What (effects, affects) will the Internet have on your future career?
8. There’s nothing (plain, plane) about these stylized medieval reliefs.
9. I think that when it came to scat singing, Sarah Vaughan really was (all together, altogether) the best.
10. Designing a golf (coarse, course) must be a challenging task.
Exercise 39  Proofreading a Business Letter

For each numbered item in the following business letter, correct any errors in mechanics. An item may contain more than one error. If an item is already correct, write C.

EXAMPLE

1. 813 E. Maple St.
2. 813 E. Maple St.
3. 813 East Maple Street
4. 813 East Maple Street
5. 813 East Maple Street
6. 813 East Maple Street
7. 813 East Maple Street
8. 813 East Maple Street
9. 813 East Maple Street
10. 813 East Maple Street

813 East Maple Street
Belleville IL 62223
February 12th, 2009
Customer Service
Super Sport Shoes
14 Magenta Road
Woodinville WA 98072

Dear Sir or Madam,

Thank you for your prompt response to my order (number 51238) for two pairs of white jogging shoes. These shoes are the most comfortable ones I have ever worn. However, one of the pairs that I received is the wrong size. This pair is too small; consequently, I am returning these shoes with this letter. Please exchange them for one pair of white joggers two sizes larger.

Yours truly,

Neville Walters

813 East Maple Street
Belleville IL 62223
February 12th, 2009
Customer Service
Super Sport Shoes
14 Magenta Road
Woodinville WA 98072

Dear Sir or Madam,

Thank you for your prompt response to my order (number 51238) for two pairs of white jogging shoes. These shoes are the most comfortable ones I have ever worn. However, one of the pairs that I received is the wrong size. This pair is too small; consequently, I am returning these shoes with this letter. Please exchange them for one pair of white joggers two sizes larger.

Yours truly,

Neville Walters
Mechanics Test: Section 1

DIRECTIONS Each of the following sentences contains an underlined word or word group. Choose the answer that shows the correct capitalization, punctuation, and spelling of the underlined part. If there is no error, choose answer E (Correct as is). Indicate your response by shading in the appropriate oval on your answer sheet.

EXAMPLE 1. Marla asked, “did you see the meteor shower last night?”
   (A) asked, “Did
   (B) asked “Did
   (C) asked “did
   (D) asked did you
   (E) Correct as is

ANSWER 1. A B C D E

1. We keep a variety of emergency equipment in the trunk of our car, a first-aid kit, jumper cables, a blanket, a flashlight, and road flares.
   (A) car a first-aid
   (B) car: a first-aid
   (C) car; a first-aid
   (D) car: a 1st-aid
   (E) Correct as is

2. Alvin Ailey, who’s choreography thrilled audiences for years, formed the dance company that still bears his name.
   (A) Ailey who’s choreography
   (B) Ailey whose choreography
   (C) Ailey who’s choreography
   (D) Ailey, whose choreography
   (E) Correct as is

3. Jerome said, “I cant believe that Ben Franklin wanted the turkey to be the symbol for the United States!”
   (A) said, “I can’t believe
   (B) said “I can’t believe
   (C) said, “I can’t beleive
   (D) said,’I can’t believe
   (E) Correct as is

4. “Do you,” asked Kay, ”Know the story of Icarus?”
   (A) you, asked Kay, “know
   (B) you?” asked Kay, “Know
   (C) you,” asked Kay, “know
   (D) you,” asked Kay, know
   (E) Correct as is
5. I often struggle to open my gym locker; its lock is probably rusty.
   (A) locker, its
   (B) locker; Its
   (C) locker. It's
   (D) locker; It's
   (E) Correct as is

6. Please bring tomatoes, a head of lettuce, and some feta cheese from the market.
   (A) bring: two tomatoes,
   (B) bring 2 tomatoes
   (C) bring two tomatoes,
   (D) bring to tomatoes,
   (E) Correct as is

7. “Did Principal Reeves really say, 'We need less discipline?'” asked Cassandra.
   (A) discipline,”
   (B) discipline?’
   (C) discipline?’
   (D) discipline”?
   (E) Correct as is

8. Grandfather enjoyed the children's stories about their visit to the wildlife sanctuary.
   (A) childrens story's
   (B) childrens' stories
   (C) childrens stories
   (D) children's stories
   (E) Correct as is

9. The Leonards visited: Rome, Italy; Athens, Greece; and Istanbul, Turkey, on their vacation.
   (A) visited Rome, Italy;
   (B) visited: Rome, Italy;
   (C) visited, Rome, Italy;
   (D) visited Rome; Italy;
   (E) Correct as is

10. Did aunt Susan, bring the coleslaw?
    (A) aunt Susan
    (B) aunt, Susan,
    (C) Aunt Susan
    (D) Aunt, Susan,
    (E) Correct as is
Mechanics Test: Section 2

DIRECTIONS Each numbered item below contains an underlined group of words. Choose the answer that shows the correct capitalization, punctuation, and spelling of the underlined part. If there is no error, choose answer E (Correct as is). Indicate your response by shading in the appropriate oval on your answer sheet.

EXAMPLE

1. 200 north Vine Street
   (A) 200 North street
   (B) 200 North Vine Street
   (C) Two-Hundred North Vine Street
   (D) 200, North Vine Street
   (E) Correct as is

ANSWER 1. B E

200 North Vine Street
Austin, TX 78741

Athena Wilson
Worldwide Travel, Inc.
4135-A Anderson Avenue
San Antonio, Tex. 78249

[3] Dear Ms. Wilson:

[4] Thank you for your prompt response to my request for information about traveling to Australia. The color brochures describing the different, Australian tours were especially helpful. My family and I are interested in the “Natural Wonders” package, that includes day trips to the great Barrier reef. We also want to schedule a three-day stay in Sydney. How much will the entire package cost, for three adults and one child?

[10] Yours truly
Naomi Baskin
1. (A) May 5 2009  
   (B) May Fifth 2009  
   (C) May 5th 2009  
   (D) May 5, 2009  
   (E) Correct as is

2. (A) San Antonio, TX 78249  
   (B) San Antonio Texas 78249  
   (C) San Antonio, TX 78249  
   (D) San Antonio TX 78249  
   (E) Correct as is

3. (A) Dear Ms. Wilson,  
   (B) Dear ms. Wilson:  
   (C) Dear Ms Wilson,  
   (D) Dear Ms. Wilson;  
   (E) Correct as is

4. (A) Thank you for your  
   (B) Thank you for your'  
   (C) Thank you for your  
   (D) Thank you for your'  
   (E) Correct as is

5. (A) different Australian  
   (B) different Australian  
   (C) different, Australian,  
   (D) different, australian,  
   (E) Correct as is

6. (A) package that includes  
   (B) package that, includes  
   (C) package: that includes  
   (D) package that includes:  
   (E) Correct as is

7. (A) the Great Barrier Reef  
   (B) the great Barrier Reef  
   (C) the Great Barrier reef  
   (D) The great Barrier reef  
   (E) Correct as is

8. (A) Well, also  
   (B) We'll, also,  
   (C) We'll also  
   (D) We'll, also  
   (E) Correct as is

9. (A) cost for 3  
   (B) cost? For three  
   (C) cost: for three  
   (D) cost for three  
   (E) Correct as is

10. (A) Yours' truly,  
   (B) Yours truly:  
   (C) Your's truly,  
   (D) Yours truly,  
   (E) Correct as is

Correcting Common Errors
Review
   - Language & Sentence Skills Practice, pp. 404–406
Assessment
   - Holt Handbook Chapter Tests with Answer Key, pp. 33–34, 53